

Coaching Corner

Getting Started: A Tour of the MyPeers Practice-Based Coaching Community

Joyce Escorcía: Hello, everyone. We're so excited to have everyone here. I'm sorry. We're running just a couple of minutes behind schedule. We were having a little technical issue, but we are up and going now. So glad that you're joining us today for our July Coaching Corner webinar. And again, we are really excited. We have some great things to share with you today.

I am joined today by my colleagues Rebecca Valenchis and Sarah Basler, as well as Elizabeth Barrientes. She is the founder of the Coaching-Mentoring Community, which has now kind of transitioned to the MyPeers PBC Community that we're going to tell you a little bit more about that.

And then I, of course, am Joyce Escorcía, and we're getting ready to get started. Just as a reminder that our time together on these Coaching Corner webinars, that the goal of every webinar is to support you as a coach by exploring the specific topics that would be relevant to you in your role, identifying resources and strategies specific to our topic, and putting into practice what we learn through scenarios, videos, opportunities to ask questions, and discussions. And also, just kind of to make sure you get the most out of your webinar experience, just a few quick tips that you can use the chat box to the right of the PowerPoint to comment and respond to questions. You can use the Q&A box at the bottom of the screen if you have questions any time during the presentation. We'll be monitoring that box to provide some answers during the webinar, as time allows, or possibly provide some answers following up.

And what we're going to do today is actually take some of the questions that we possibly won't get to and we will be taking it to MyPeers. So we'll look forward to continuing those discussions afterwards on MyPeers. And then, also, the supporting documents for the webinar can be found in the bottom right-hand corner of the screen. That's going to be right under the chat box, and there you will find the session presentation for today. You'll find a PDF of the PowerPoint. And then also, we know that people are calling in and joining in from different places all over the country, and so we know that that means all kinds of different computers and systems and platforms that you're joining us via. So please know that, you know, volume levels are going to differ from machine to machine. So be sure to check the volume on your device. If you happen to get disconnected, no worries.

You can use the same link that you used to get in originally to rejoin the webinar without missing a beat. And then, also, there is -- there's a transcript of the webinar available, and that's underneath the PowerPoint. You can actually download a transcript before you leave because there's going to be a lot of information, maybe some things that you want to go back to. And then, also, we want to let you know that this session is being recorded and it will be posted to the ECLKC, and we are excited to announce that it will also be posted to MyPeers by Friday. So we'll be excited to provide that to you, as well, and that during the session today, we're going to be talking about what is the MyPeers PBC Community? How can I join the PBC Community? How can you navigate through the Community? And also, how you can use the PBC Community to support you and your efforts with coaching. So we're going to go ahead and get started. I'm going to turn it over to my colleague Sarah Basler, who is going to get us started by asking us some important questions. Sarah?

Sarah Basler: Hi, everyone. This is Sarah. I'm going to be a coach facilitator on the Practice-Based Coaching Community, and I'm excited to get us started with a poll today. So you'll be able to answer by directly clicking on the multiple-choice answers. So first, we're going to ask you, are you a member of

the MyPeers Practice-Based Coaching Community, formerly known as the Coaching-Mentoring Community? And then we also want to know, when was the last time that you logged onto the Community? So it looks like we have several that are not members currently. When I checked a few minutes ago before the webinar started, we have up to 500 members currently, and it just keeps growing. So if you're not currently a member, we hope that you get the opportunity to join. It looks like most of our -- It's pretty split, but it looks like we have the most people logging on today. So that's great. Pretty active community. All right. I'm going to give you one more moment.

Joyce: And, Sarah, I just want to -- Sarah, I just wanted to add in that no worries for the folks who are currently not members of MyPeers because we are going to tell you how you can join our exciting community and be a part of that conversation before -- before our presentation is over today, so --

Sarah: Great. Thanks, Joyce. All right. It looks like -- we're starting to slow down with our responses here. Okay, so NCECDTL is excited to partner with the existing coaching and mentoring community, and we formed the Practice-Based Coaching Community. Elizabeth Barrientes is a master coach for a Head Start program in Texas, and she formed the coaching and mentoring community several months ago. Rather than NCECDTL forming a separate community on MyPeers, we are collaborating to form the PBC Community. The DTL consortium members will serve as co-facilitators with Elizabeth. The MyPeers PBC Community is a community to support the implementation of PBC through opportunities for networking, sharing of resources, and as an extension of professional development provided through the PBC training institutes. So we are so excited to be collaborating. We are going to get a chance to hear from Elizabeth, and she's going to introduce the members of our team.

Elizabeth Barrientes: Hi. Good morning. I hope everybody can hear me. I am working on -- Just so excited about what's going on with PBC and our community, and I'm so excited to be with you all today. I have been working with Head Start for over 20 years. So I have worn many hats and have just added more hats to me. So I will be on MyPeers lots and lots with lots of questions on mental health and disabilities, as well as coaching. And I'm just excited that we are able to collaborate and get lots more resources to everybody out there. I would like to also say that Sarah and Joyce have been so awesome, and I can't wait for September to come on board. And so I'd just like to introduce you to Ms. Rebecca, and she will take it from here. Thank you so much for all of the participation and all of the sharing that has been on MyPeers.

Rebecca Valenchis: Hi, everyone. My name is Rebecca Valenchis. And I will be walking you through a live kind of demonstration of the MyPeers site in just a minute. Joyce has a few more kind of logistical details for you, and then we'll get our tour under way.

Joyce: Okay, so this is Joyce, and I am also one of the facilitators for the MyPeers Community. And so we just want to cover just a few things before we move into actually navigating live through. Rebecca is going to give us a step-by-step tour of things we can look for, some highlights, some things that we've added. We've added some great resources there just recently, so we can't wait to tell you about that. But to get connected to the -- to get connect-- to get connected to the MyPeers Community, it's really easy -- Either check your e-mail. If you are part of this webinar, then we have great news for you.

You will be getting an e-mail with an invitation to join MyPeers and the PBC Community. And, of course, this is completely up to you if you would like to join. If not, we completely understand. If it's something you're not interested in at this time, then just simply please disregard the e-mail and you do not have to use the link that'll be included. But if this sounds like something and a place for you to be,

then we are excited to connect with you there. So you'll be getting that, and also, if you're thinking of, maybe, a colleague that's not able to join the webinar today but you really think could benefit from this information, then no worries. They can simply go to the ECLKC and search for MyPeers, and there's great information there about what MyPeers is, and there's a registration link that will take them into also kind of filling out a short survey to be included in the MyPeers Community. So we want everyone to have the opportunity to be connected.

We have that, and so if you're a part of this webinar, then you will be getting that e-mail, as I mentioned. So you're just going to fill out -- fill out -- answer some short questions that you're going to be getting in that link, and then you'll be granted kind of -- You'll be put into the community. So you'll get another communication. And then when you log in for the first time, it's going to ask you to change your password, and that's about it. So it's really kind of quick and easy, and in no time at all, you'll be able to kind of enjoy the Coaching Corner webinars that are going to be available there, PBCTI resources, be able to participate in polls and discussion boards and all kinds of great things that we have kind of planned and in the works for our community.

And then, to kind of touch on getting connected on the go, you can also access MyPeers via a smartphone. Whether it's an iPhone or a Droid, there's an app that you can download. You just simply download MangoApps and log in. And you can select your My Dashboard, and that'll take you right into the communities that you're a part of, the Practice-Based Coaching Community, as well as the other communities that are available on MyPeers. So we want to let you know that either way, whether you're at your desktop or on the go, that MyPeers is just a few clicks away. So now, with sharing done, I'm going to turn it over to Rebecca, who's going to tell us a little bit more about the community and walk us through a live demonstration.

Rebecca: Excellent. Thank you, Joyce. So if we -- Whenever we're ready, I am ready to share my screen. We'll make this quick transition for you. Like Joyce said, you'll be receiving either an e-mail as part of this webinar that you can sign up for MyPeers via a SurveyMonkey link, or you can sign up on the ECLKC. Once you do that, just be on the lookout. An e-mail will come from MangoApps. That will have your log-in information for MyPeers. MangoApps is the kind of larger umbrella company that facilitates MyPeers. So once you get all of that kind of log-in credentialing set up and established and under way and you log in the first time to access MyPeers, like Joyce said, you'll be brought to what's called your dashboard. Please keep in mind this functions very similarly to other social kind of networking or media platforms. There's very little -- knock on wood -- that you can do in terms of making mistakes or errors. It's pretty intuitive, straightforward software, a straightforward platform to navigate and to use. So have some fun with it. Explore all the kind of different options. And there's certainly more than what we're going to touch on and share with you today, but we thought the easiest thing would be just kind of start with the basics. So, with all of that kind of being said, here we go.

So, like I said, once you receive all of your log-in credentials, you will be brought to your My Dashboard page. As a member of this Practice-Based Coaching Community and MyPeers in general, just a little note that you are automatically going to be a member of the larger MyPeers Central Community, which means you will receive information from the MyPeers Central Community, as well as the PBC Community. The MyPeers Central Community -- And I can show you where that is and what that kind of is all about after we go through our PBC Community. But it's generally just a place where you'll be able to access resources and getting other, like, logistical information about MyPeers itself. Because you are a member of two communities, you might want to think about customizing the amount of information

that you're going to receive. So you can change your notification settings, because the system will kick out e-mails to you in accordance of however you set them.

So the first thing that you might want to take a peek at When you're in your My Dashboard is to go up to the top right-hand corner and click on your name, which will cause a drop-down box to come down. And then what you really want to select is "change my settings." And hopefully my technology will cooperate for this entire presentation. I also invite Elizabeth, Sarah, Joyce, if, as I'm going through, there are tips and tricks that you have tried in your experiences with MyPeers or you have other information that you want to share, please feel free to jump right in. Okeydokey, so I'm on my notifications setting, and you can see I'm already getting a message that MangoApps wants to send me Web notifications. But when I click on the information to change my notifications, I want to make sure that I'm here in this first tab, "e-mail notifications."

And so all of these checked boxes that are here, the system is going to send me a message. It's going to send me an e-mail when these things happen. If I don't want the e-mail sent, I simply uncheck the box. So if I don't want to know -- if I don't want to receive an e-mail when I'm invited to a work group, I would leave that blank. If I do want to receive an e-mail when I'm invited to join a work group, I would check that. You could also simply check all or check none, or you can go through and customized by, like I just showed you, checking and unchecking. So it's pretty extensive, which gives you a great ability to really kind of hone and tailor and customize the information that you want to receive. Once you are done changing your notification settings, you're just going to want to hit "save settings" and make sure that you have saved all of those changes that you just made.

So I'm just going to go ahead hit "save my settings." I'll get little message that says my settings have been updated, and I'm really good to go. You can do this as often as you want, especially as you get to learn more about the system and more about the information that you want to receive. Again, just make sure you save it once you change it, and then you should be all set. In addition to kind of customizing your settings, one of the other really cool features of MyPeers is that you can upload a profile picture and some other kind of personal, or, actually, professional information. And in order to do that, you are going to want to go -- back to your dashboard. You're going to click on that drop-down menu again under your name, and this time, you're going to go through "view my activities."

You'll see it brings me, by default, to my activity page. So this kind of just lists some things that I have been involved in as I've been in MyPeers. But where I really want to go is my profile info. And then it's in this screen that I would be able to upload or change my photo, as well as edit any of my kind of contact details. So as you can see, as I'm hovering over my picture, a little option comes up to change my photo. So I can change my photo doing that way, or if I go all the way over here to this little pencil, I can also click on that -- which will bring up the edit. And I can change -- I can change my photo that way, as well as change any of my name and e-mail ID, my location, my title, all of that stuff.

Again, you're just going to want to make sure that whatever changes you make you save. You'll get the message that you saved. So there you go. Those are probably the two things that you're going to want to do when you first log in to MyPeers. Make sure that your notification settings are kind of customized to your liking on the outset and think about making sure that you upload your profile picture and kind of insert those contact details that you might want to share. Now we are ready to navigate to the community. So I have a menu over here on my left-hand side of this darker navigation menu. And all I have to do to get to the community is click on "communities." I have this set right now to just show me my communities, so communities that I am a part of. But you will want to make sure that if you don't

see the Practice-Based Coaching Community come up as an option that you are on all communities instead of just your communities. I think, by default, especially when you're first logging in, it will bring you to all communities, but just know that you have that option here to drop down.

Once you have all communities up, you're looking for the Practice-Based Coaching Community. So here's the icon, and here's the label. And then I just click on that community. And that'll bring me to the landing page. Now, just a quick note here. Many of you may have noticed that I had a smaller kind of navigation ability here called "my pinned communities." And so if I don't want to dig through all the communities all the time and I know that these are communities that I go to quite regularly -- here's the MyPeers Central Community that I mentioned earlier -- I can pin a community here on this menu. And in order to pin the community, all I do is click on that community, and when I log in or brought to the landing page, there's this little kind of pin or thumbtack icon.

I hit that, and that will actually pin the community on the previous page. So I don't have to look for it anymore. It's always going to be in that kind of offset menu as an option. So back to the landing page. We're going to just take a closer look at what you can find here and how it's set up. Your landing page is also known as the feeds page. So here, feeds, in terms of MyPeers speak, refers to the generally short notifications and MyPeers activity streams that members can view and comment on. Messages, polls and quizzes will be available here in this kind of middle of the page. As you can see, Elizabeth already has a poll posted, and there are people who have been voting. You can see some of the results here.

You can see some of the conversation threads that are happening. Very, very rich landing page full of interactions and content, and we'll get into that in just a minute. So on the right-hand side, all the way over here -- I'm going to scroll back to the top -- you'll see that it starts with the logo. We have an announcement about the expansion and kind of transition of the community to the Practice-Based Coaching Community. You have your notifications. Then you will also have your community summary and contacts. Now, these two pieces will be updated shortly to reflect the changes that we've made with the Practice-Based Coaching Community. And in addition to Elizabeth's name there, you will also be -- soon be seeing Joyce, Sarah, and September. So be on the lookout for that. So we're going to talk a little bit about content and how to search through and kind of manage all of this really amazing, rich information that happens on the feeds page. So up at the top of the page, you'll see this search box.

Since there are several ways to engage and interact with each other here in the community, a lot of information can kind of accumulate very, very quickly. So we do encourage you to use the search feature before you post a question, just to see if there is already a thread that may have happened around -- or a conversation that may have happened around the question that you're asking. As Sarah noted, with over kind of approximately 500 members and all of the great engagement and the work that folks have done so far as part of the Coaching-Mentoring Community, there may be things that you just kind of want to read through or add to or know about. So that's where the search feature comes in super, super handy. Now, I was initially going to invite everyone to kind of throw me a suggestion in terms of a keyword to search for. But I have to say, I think I am going to not be able to necessarily do that because I can't see your chat box anymore.

So I would invite this to happen. If you do have a specific word that you're interested in having me search, please do feel free to type it into the chat box. And then, my fellow presenters, if you could let me know if there are any, that would be great. Otherwise, I do have a couple of terms as a backup. I'll just give a little bit of wait time to see if there's anything that comes through. Oh, I see one -- goal forms. Let's see if there's anything on goal forms. So all we do is click on the search, and I would just

type in "goal forms." And away we go. So it will tell you and pull up -- The system will search only within the Practice-Based Coaching Community, and it will pull up whatever kind of updates that might contain this phrase, these words, the pages, posts, the wikis, the files. If there's any kind of event on the calendar, a poll, a question, or a chat that contains this information, they will all be displayed here in this left-hand menu. And then you'll see the full text kind of in this other side of the page. If there were -- If I want to switch between them and I say, "Okay, these updates are interesting in terms of goal forms," I can do the entire update.

If I'm saying, "No, this might not necessarily be what I'm looking for," I can go to the next kind of bucket that might have something related. And they could overlap, right? The question could also be an update. So just keep in mind as you're kind of searching through and looking for that information. If I want to do a different search, I can just go back. I see "home visitors" has been a suggested term. So I would just repeat the process and go to my little search function. My computer is apparently not working as fast as I am talking. It may not be working at all anymore. Let's see. I'll give it a second to try to catch up. All right. Let's see if I can do -- Aha! There we go. Home visiting. And then I'm sure you guys will get the feel for this. Again, it's pretty intuitive. So, a very similar thing happens. Home visiting is mentioned once in an update. There are 22 files related to home visiting, and there's a question related to home visiting.

So if wanted -- If I'm interested in knowing what resources may have already been posted addressing home visiting, I can click on the files. It'll bring up this list, and I can kind of pick and choose what I might want to look at to see if this is -- if this is going to be helpful information for me. Again, if I go through this process and I'm thinking, "Hm, this really isn't getting me where I want to go," I can always go back and start a new thread in the community itself. All right. So I'm going to pause right there and turn this back over to Joyce. So we might need to transition back to the presentation, and then we can talk about a coaching connection and the potential uses for this search feature. So, Joyce, back to you.

Joyce: [Laughter] Great. Well, we just wanted to kind of bring you back together just to talk about just the search feature that Rebecca was just talking to us about. And really, we wanted to find out from you how you think that the search feature could be useful to you and your work with coaching and even how are you currently using the search feature, or maybe what some ideas, maybe, that you got today from listening to Rebecca. What are some ways that you could use that, the search feature? I'm going to give just a second. I see multiple people typing in. And I'm going to give you just a second to kind of start seeing some of those things kind of bubble up. The finding forms in the files, definitely, I know, you know, we're all looking, and many of us are always looking for examples and samples of things to help guide us or just give us some ideas on what's going on out there. So that's definitely a great -- that's definitely a great idea. I also think that the search feature could maybe -- It could definitely help make things a little faster because, like Rebecca said, there's so much information coming in that sometimes just being able to search for a word or something can really kind of narrow down the conversation a little bit. Ideas for the component, so, yeah, definitely looking at those components of practice-based coaching.

Whether it's you're looking for resources or what the conversations that are going on around shared goals and action planning or reflections and feedback. Marlene put, "Find answers to questions in forums." Yes, definitely, there's lots of great conversations happening within MyPeers. So you can really kind of go in there, just as Rebecca did, say, with home visiting. What kind of conversations are going on that -- You know, many times it's not even an answer so much that we're looking for. We're just looking to see, so what are people talking about? What are other people dealing with?

Sometimes it's just good to know that other people are dealing with the same things that we are. They're working to implement coaching. So that's a great thing, as well. It says, "To help me find information about how coaching is part of the management team." Thank you, Kenny, for that. That's definitely a great one because we know that's something that many programs are kind of really thinking -- thinking about and having conversations around is those management systems and that program-level support for PBC. And it's a great way to use MyPeers to really look to see, you know, what are my peers -- What are people saying about implementing PBC? What are some ideas that maybe I can take and use in my role? "Ideas and resources for working with different learning styles." That's definitely another great one because there's so many -- there's so much great work already going on. And so I love to get new ideas on how people are doing things. And I'm all about not reinventing the wheel, so that's a great thought, as well. So lots of great responses coming in there. And I think now we are kind of ready to go back into -- go back into exploring a little bit more of MyPeers. I think now I'm going to turn it over to --

Rebecca: Me again.

Joyce: Turning over to Rebecca, yes. Be sure I handed the reins over correctly.

Rebecca: There you go. All right. So I'm just going to share my screen again, and we'll just talk a little bit more about some of the other kind of really cool things that you can do in MyPeers and how it will support you in your work. Okay, so back to this landing page, or the feeds page. There are a few tips for communicating kind of within the community that we want to share with you. You can do a couple of different things here. You may have already noticed, it is up here on the top kind of right underneath our banner. We can share an update, ask a question, do a poll. We can give some recognition, which is always fun.

And then there are some more options, like a quiz, a survey, the wiki, and the media. But right now, again, we're kind of looking at the most practical things to show you. So that would be to share an update and to ask a question. So all I want to do if I'm interested in making a comment, to sharing it within the community, I would click on "share an update." I would type in whatever it is that I wanted to say. And then I can even attach files to my message, and then I click "share." It will go to -- Everyone will be able to see, in the Practice-Based Coaching Community, what that kind of update that you have just posted to the feeds page. If I want to ask a question, you can ask a question in the share and update box. If you really want -- They function the same. But if you want it to be specific and you want it to kind of land on the "ask a question," I would do the same thing. I would highlight it, and then I might type in my question. So one of the things we were wondering from all of you would be, what questions do you have about practice-based coaching?

And so I obviously just typed in my question, and then I'm going to submit it to the community by hitting "ask." And then you can see the -- my post is newly added. My message is newly added. So it will sit at the top of the feeds page. So as you kind of either respond to polls or surveys or quizzes or you share an update and ask a question or even respond to a colleague, the most recent thing is typically always at the top. So when you log in to MyPeers and you join the community, if you do want to search for this question and share some responses about the questions that you might have around practice-based coaching, that would be great. If not, that's okay, too. All right, so we're also just going to kind of highlight that you can use MyPeers in this way to connect with your colleagues. You can also if you wanted to look for -- Specifically, this kind of goes back to the search feature. You know, maybe you want to see all of the information that Elizabeth has shared, for instance.

So I would go up to search, and I could share -- I could type in Elizabeth's name, and it would bring up all of the information that she has. And then I could respond to a post or a survey or a poll or a quiz or just kind of look at the activity that Elizabeth has been doing in the community. Or if you want to do it a little bit more straightforward and there's something -- a poll that you want to answer, obviously you would just click and vote here and submit your selection via "vote." If I wanted to respond to Danielle's question, I could type in here with a response. I could just add an emoji. You could just add in a reaction. There's a lot of stuff you can do. So, again, really encourage you to kind of get on the community and play around with all of the different functions and features. It's so intuitive and really straightforward to use. So just to explore a little bit more on this kind of menu here on the side, because we've talked a lot about the feeds page and what you could do here. If I don't want to search for someone specifically up here in the search box, the easy way to find them, too, would be, actually, to go to "members." So I would be able -- Keep in mind that members are alphabetical order by their first name. So that's the organizational structure for here, just as a little note. I used to get very frustrated 'cause I couldn't find people very quickly, and I'm like, "Oh, because they're organized in alphabetical order by first name." If I wanted to -- If there was somebody specific that I was interested in, again, like I had said, I might want to search for all of Elizabeth's activity on the feeds page. Or if I'm really liking Alana and I'm -- I know that she has a lot of thing-- she's posting a lot of things that I might be interested in, I can follow her if I wanted to do that.

And then I would get, like, a special notification or it alerts when Alana has posted something or shared something. So all I would have to do to do that is click on these three dots over here and do "follow." And once that happens, then I am following her. So that's always a nice feature to have. The other piece that we kind of briefly touched on is the fact that there are a lot of community resources that we can post here in MyPeers. And so we want to make sure that you all know how to access those resources. So I want to direct your attention back to this list on the left-hand side of the screen. And you're going to see there are files, posts, calendar, wikis, the chat history, the leaderboard, media gallery, and pages. The files section is really where you're going to just kind of be able to find the resources and where you can save and share resources. You'll see we have some -- some folders that have been set up. We might even set up more folders. So you'll be able to keep this -- or we'll be able to, as a community, keep this organized and find things very easily.

And I'm just going to take a quick run through the other pieces just before I bring you over to the files. We also have posts, and that just has all of the important information. We're giving kind of posts special permissions and making them more noticeable by turning them into announcements or must-read posts. And I think we'll talk about the other pieces as we go on further in the presentation. But I'm going to go back up to the files. And then how many times have you been looking for resources related to coaching? Ever wondered what other people might be using in terms of forms? And so here's where we're really going to collect all of that information. And you'll be able to, like I said, search it relatively easily and find what you are looking for. And Joyce is actually going to walk us through, in a little bit more detail, some of the specific resources that are now available in the files section of the Practice-Based Coaching Community.

Joyce: Okay, this is Joyce. I think, Sarah, did you want to share about this piece of it?

Sarah: Yeah, let me take over from here. So just a little bit of information about some of the files that Joyce has added into the file section in MyPeers. The Practice-Based Coaching Training Institute, PBCTI, which is how I'll refer to it, was an intensive two-day training event that was held in Los Angeles,

Chicago, and Atlanta. Over 1,400 attendees learned how to use practice-based coaching and coaching skills to support staff's use of effective teaching and home-visiting practices. During the CTI, there were several resources that were referenced and shared, and we are excited to have all the PBCTI materials posted. Now everyone, whether you attended the PBCTI or not, can access these resources provided. Within the PBCTI folder, we've included a table of contents to make the files easier to navigate. And some of those files include -- Let's see here. They include PDFs of the PowerPoints. There's also some fillable forms, which include some sample needs assessments and action plans, tips for coaches, coaching strategies, and videos. All the videos that were used during the PBCTI are also -- can be located on the MyPeers Coaching Community.

These materials can be used in many ways. You could use them as a refresher from the Training Institute or to develop your own coaching documents. You can see kind of what we have here and make it your own. And they can also be used for staff development. Now we're going to talk specifically about a couple of these resources. So this is one of our four sample needs assessments that was shared during the PBCTI. You can find this document in the subfolder 003, Shared Goals and Action Planning, of the PBCTI folder. And just as a reminder, a needs assessment is a set of specific practices that will be the focus of your coaching.

So a needs assessment is developed at the program level, and it's based on a variety of data that's collected that will help guide you in selecting what it is -- what practices that your program might want to focus on. So the coaching partners will then use the needs assessment to inform or identify goals for coaching. The sample needs assessments that are shared in MyPeers could help your PBC implementation team to identify practices that could be used when developing your own or looking at the different needs assessment formats to help decide what format works best for your program. Joyce also made the sample documents fillable, so you can use them digitally or download and print them off as hard-copy forms.

Now, I will give you a little tip. As I was in navigating these forms, when you open the form, if you just try to click on them and use them fillably that way, they don't work. You must download first. So to make them a fillable document, make sure you download first. Okay. So, now, this is one of our four sample action plans that's also included in the same subfolder of Shared Goals and Action Planning. We know that after information is gathered through needs assessment and other sources about how education staff are currently using teaching, home-visiting, and caregiving practices, the coachee and the coaches will write a shared goal. Shared goals help identify the focus of coaching, and they really serve as a road map for coaching, or how you're going to get to your goal. Once a coachee and a coach have written a specific, observable, measurable, and achievable goal, the coach and coachee will develop an action plan to support the achievement of the goal throughout the coaching process. Action plans are working documents that help to guide coaching. And I really love that term "working document" 'cause we all know that working with children, there are lots of things that come up on a daily basis.

So you might need to adjust your goal or maybe adjust a step or a time line, and that always feels a little bit more forgiving, knowing that it's a working document. So action plans should include the following elements. So an action plan is going to include an explicit statement or -- First, it's going to include the goal that the coachee and the coach have decided to work toward. There's also going to be an explicit statement about how the coach and the coachee will know when the goal has been achieved. Then, of course, there's going to be action steps. Some of those action steps could include concrete behaviors or tasks that a teacher or home visitor is going to do, such as maybe putting time

aside to learn about a topic or simply writing a lesson plan. Maybe one of your action steps could be setting up a video camera or maybe even reviewing video footage. With the action steps, we're going to include some resources and resources that will help you achieve that goal. So they can be diverse and can also include anything like materials or equipment or even personnel that would be needed in order to complete this step. There's also -- Resources could also include sources of information that are needed to learn about or do a particular practice or strategy. So maybe one of your action steps would be to do a certain in-service suite. It could also include the people or team members. Maybe you have a team member take over a smaller group of children, maybe to read while you work on a new strategy with another group of children. Each of the action plans we provided you contain all of this information and these components. These sample documents could be helpful to you as you're looking -- if you're looking for an action plan that's already ready to use.

It could also be helpful if you're wanting to know what elements you need or components that you need for your action plan but you'd like to come up with a different format. The important thing to remember is that all of these components that we just mentioned need to be included in your action plan. The rest is up to you and your program. So here is the calendar feature, and it's located under the "posts" section. This will be important for you to refer to periodically to keep yourself up to date with events that are going on. So our Coaching Corner webinars will be posted on the calendar, as well as information about upcoming live chats or anything related to PBC training that might be in your area.

And then we also have the media gallery, and I took a look earlier today. Joyce has downloaded -- or uploaded a lot of new videos to this section of MyPeers. And this would be a great place for you to download videos for you to review, or maybe you want to share with a coachee or just get more information. And there's also the "pages" tab. The "pages" tab is a place where you can click and find -- You can get an overview of the activity that's going on within the community. So it's going to be a list of notifications, recent posts, questions that were posted, polls, and upcoming events. So keep up to date by -- And if you want to just kind of get an overview instead of clicking each tab, you can go to the "pages" tab. All right, now Joyce is going to let you know what to do if you need some help.

Joyce: Thank you, Sarah, and, too, I wanted to add in when you were sharing about the videos because there are some great videos that we just put up there, and there were already a lot of great resources there. We just wanted to kind of remind you that all users can access these. So it's not, you know -- It's definitely not anything that's private. What we put on MyPeers can be seen by everyone, and that's a great thing. So we just have to keep that in mind when we're thinking about confidentiality issues and considerations. And so you just want to -- You want to be careful not to post things that, you know -- that would be confidential, you know, like classroom or home-visiting interactions. And then, also, you'd want to -- Without the, you know, kind of the proper and the needed kind of releases and things. So it's important that you kind of follow your -- your own programs and things, you know, privacy and -- and policies and procedures. So we just want to make sure that we kind of put that out there to let you know that this is a great platform, but it is public, so we just want to be sure that -- that we're kind of, you know, kind of being conscious of those things, as well.

So now we to talk a little bit about getting additional assistance within the community. So, we know that we've given you a lot of information. And so what happens if you, you know, kind of get stuck? And so no worries. Help is just a few clicks away. And the way I look at technology a lot of times is that most things that you do can be undone. So no worries, and just keep on exploring. So here, when we talk about how to -- how to get help, you can post a message if you need help. You can post your request as an update or a question in the feeds on the landing page and kind of get help from others around you,

and then us as facilitators will be right there to kind of provide that extra assistance and to help kind of guide things along the way. Sorry, my computer has just a little bit of a lag in it.

So, again, if you kind of feel like you're stuck and just not sure what to do or where to find something, then just put that post up there. And I've seen the community very active and, you know, as soon as we post something or someone else posts something, that people are really quick to kind of respond and give feedback and give ideas. So, like I said, help is just a few clicks away. And so now we want to -- we want to hear from you. And so we want you to use your chat box to just kind of reply to the question of, you know, how has the Community been beneficial to you? And then how could the Community be beneficial to you? So whether you've had a lot of experience within the existing Coaching Community that's been here and now the PBC Community, how has it helped you in your role and in your work? Or if you're just kind of coming into this and saying, "Wow, this is such a great resource and a great tool," how could it be? Like, what are your thoughts?

How do you see this being able to support you and what you do? So we're going to give it just a few minutes. There's a lot of people typing in. I thought someone was -- was trying to say something. So feel free to -- to kind of add to the conversation. I see that Melissa says, "Getting answers to questions that I may not be able to find out anywhere else." And that's definitely true. You know, people that are in the PBC Community, that's our kind of one common thread, is we're all really looking to implement PBC with, you know, to the best of our abilities. So always looking for those new ideas. And Diane says she's a new coach, so, you know, this was very helpful. So, again, kind of coming in and new to your role, that's a great idea to kind of know like, "All right, someone else has kind of been there."

Getting ideas from others, hearing how others are rolling out PBC. Definitely kind of hear other stories. And we're actually seeing today, many people have been kind of posting stories about who they are and kind of their journey and what brought them into their work with coaching. So we encourage you to keep those coming. You're going to be seeing some our bios. And a couple have already kind of come out, but you're going to see some of our own bios being posted. So we invite you to join in the conversation and let us know who you are. And Kat talked about being able to discuss and ask questions directly to those that have the same profession. So, definitely, it is great to kind of have a group of people that are having the same conversation and wanting to know kind of the same kind of information. So that's definitely another great tool for the community, all the information for someone that's new in their role. So definitely a lot of great things kind of coming through.

And a child -- Someone said that they wished they had been to the training. I assume you're referring to the PBCTI, and I'm sorry you weren't able to attend. We were able to post the -- all of the resources from the PBCTI. And so you can just kind of navigate there on to the "files" tab, and you have all of the resources that were there for you to use. So that's the next-best thing to being there. And a lot of people really saying that they're new to their role in coaching and they really look forward to kind of connecting and getting information about coaching and their role and what others around them are doing. So a lot of great ideas, and we're excited to be here and to kind of support you in that. And just to kind of wrap things up for today, a lot of these things we've already mentioned and kind of talked about. So, you know, we talked about connecting with others around coaching. And that's a great thing to be able to know that just a few clicks away, you can connect with people nationwide. That the community can also support you in coaching by being able to access those resources, whether it's posted by your peers or posted by NCECDL.

Those resources are there for you to use. The ability to ask questions and find answers and just to be able to support each other in this work that we're doing around coaching. So those are all things that we kind of covered today, and we just kind of wanted to bring back that that's really why we're here. That's the purpose of these webinars is to support you in your role, and so we hope we were able to give you some of those ideas and things to kind of take forward. So want to take just a couple of minutes and see if you had any other questions. Anything that we don't get to, we're definitely going to be taking it to MyPeers, so we look forward to seeing you there. We thank you again for joining us. Again, if you have any questions you can put them in the chat box, and we will address them to the best of our ability.

And also, to -- So really, let's kind of move this conversation on over to MyPeers and -- and maybe kind of see what -- what we're saying there. So, again, very excited to start this new journey with the existing community and Elizabeth, and I know there's going to be a lot of great things to come. Thank you for joining us today. Join us on September the 27th at 3:00 p.m. Eastern for our next Coaching Corner webinar. And please feel free to contact us with any questions that you may have. And then be on the lookout, because you will be getting an e-mail with an evaluation link and the link inviting you to join MyPeers. So you will be getting that shortly. So thank you for your time, and we will see you guys soon.

We'll kind of be hanging out for just a couple of minutes in case there's anything else pending. There's a couple of questions in the Q&A box. We will definitely get some answers for that for you there, and we will see you on MyPeers.

Thank you, guys.

[End video]